

WISCONSIN



Job Search Issues



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Publications on related topics

JOB SEARCH

Tips on Finding Summer Jobs
(DWSJ-5641-P)
Networking
(DWSJ-9455-P)
Where to Look for Job Opportunities
(DWSJ-9467-P)

INTERVIEWING

Keys to Successful Interviewing
(DWSJ-6951-P)
Hidden Elements of Interviewing
(DWSJ-9484-P)
Informational Interviewing
(DWSJ-9407-P)

RESUMES, APPLICATIONS

Personal Data Record
(DWSJ-4937-P)
Thoughts on Resumes
(DWSJ-4658-P)
Resume Writing—A Basic Guide
(DWSJ-9433-P)

DWSJ-8456-P (R. 07/2003)

	Yes	No	Undecided
1. When seeking employment, is it usually helpful to be currently employed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. When seeking employment, is it advisable to tell only prospective employers that you are unemployed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If you happen to have financial difficulty, should you inform the prospective employer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you believe the way you dress can influence the outcome of the interview?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. When greeting the prospective employer, should you extend your hand first?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If on your previous jobs you had been praised for some outstanding work you had done, should you mention it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If you have a physical or mental disability, should you mention it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Should one who is uncomfortable during interviews try to rehearse in advance of what he/she will probably be asked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If there are moments of silence during the interview, should you try and “make” conversation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	No	Undecided
10. If the employer doesn't ask you, should you volunteer reasons why you may wish to work for him/her?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is it usually desirable to bring with you a resume of your training and experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is it proper to ask the employer about his/her company policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. If the employer fails to mention the salary offered, should you bring it up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. If you have friends working for the organization for a number of years, would you tell this to the employer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. If the employer asks you what salary you expect, and you do not wish to quote either too low or too high a figure, would you give him/her a precise figure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. If among the reasons you left your former job were some that were uncomplimentary to the employer, should you give a full account of these to the prospective employer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. After your interview, would you send a "thanks-for-the-interview" note to the prospective employer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>